

Partnership for Good Governance



STRENGTHENING INSTITUTIONAL FRAMEWORKS FOR LOCAL GOVERNANCE

Terms of reference for a short term assignment

Technical assistance requested: international expert
on waste management within the inter-municipal co-operation in Georgia

Assignment:	To act as a short-term international expert for the PCF CoE-UE Thematic Programme “Strengthening Institutional Frameworks for Local Governance”
Organisation:	Council of Europe, Thematic Programme “Strengthening Institutional Frameworks for Local Governance”

I. Background:

Thematic programme “Strengthening institutional frameworks for local governance” is part of a regional programme implemented by the Centre of Expertise for Local Government Reform, Directorate General of Democracy (DG II) and the Congress of Local and Regional Authorities, Council of Europe, under the CoE/EU Eastern Partnership Programmatic Co-operation Framework (PCF) during 2015 – 2017 in the Eastern Partnership countries.

The purpose of the thematic programme is threefold: (1) to support the on-going process of local government reform in the participating countries (Armenia, Azerbaijan, Georgia, Moldova, Ukraine and Belarus); (2) to promote ethical behaviour by locally elected representatives in the region and (3) to support the improvement of financial and human resources management of local administrations based on European standards and benchmarking processes.

More information on the programme implementation can be found on the website of the Council of Europe, Eastern Partnership Programmatic Co-operation Framework (http://www.coe.int/t/dgap/localdemocracy/EAP/default_en.asp) and the webpage of the Council of Europe Office in Chisinau (<http://www.coe.int/en/web/chisinau/-working-together-to-improve-local-governance>).

II. Purpose of the assignment:

The aim of this assignment is to assess technical feasibility of cooperation objectives of inter-municipal co-operation (IMC) between the three or more municipalities in Adjara region regarding the solid waste management (SWM) issues of municipal competence, based on the pre-feasibility study and assist Georgian authorities in establishing IMC on SWM among several municipalities, in accordance with the Council of Europe tools.

III. Scope of work and main tasks:

In line with its objectives, the Programme supports IMC initiatives, based on co-operation proposals submitted by partner municipalities. Municipalities of Shuakhevi, Khulo and Keda from Adjara region in Georgia, have requested Council of Europe's assistance in organizing inter-municipal co-operation in the area of solid waste management. Currently, data gathering and situation analysis to assess the feasibility of IMC in the local and national framework conditions is carried out, reflected in the following outline:

1. Statistics on municipalities;
2. Description of Project Area - Landscape / Stakeholders: (a) National Georgian context, (b) Local context in Adjara region, (c) National and local CSOs;
3. Legal and institutional environment: (a) Inter-municipal cooperation, (b) Waste collection and management functional area;
4. Description of the existing system of waste management in the project area: (a.) Organizational structure of the system, (b) Current technical set-up, (c) System of payments for services and current financial situation.

Alternatives on IMC are presented and discussed at 4-5 April with representatives from the Ministry of Regional Development of Georgia and Adjara government and local municipalities. However, definition of the most favorable scenario remains dependent on the objective and scope of co-operation. Therefore, municipalities need support in articulating and agreeing upon the objective and scope of IMC among the three municipalities regarding the SWM issues of municipal competence, such as: waste planning, service coverage, collection, transport, recycling activities, waste fees, and public awareness. Based on the outcome of the scope and objective of the IMC, the possibility for including other counterparts/founding members needs to be re-evaluated.

Thus, the expert will perform on the basis of pre-feasibility study the following main tasks:

- advise from the technical perspective on the feasibility and potential advantage of selected waste management functions to be delegated to the IMC;
- investigate, in discussions with municipal officials, the co-operation objectives and solid waste management situation in Shuakhevi, Khulo, Keda, and the Adjara government;
- participate in at least 2 field visits in the area, including wrap-up meeting with representative of project for summary of main results and agreement of next steps for conclusion;
- Development of alternative options and agree upon the objective and scope of IMC among the three municipalities regarding the SWM issues.

IV. Description of the expected deliverables/services:

Deliverables / Services expected ▼	Time frame ▼	Estimated number of w/d ▼
2 field visits and relative reports/minutes on them	3 weeks	14
Workshop presentation of technical options as basis for decision making	2 weeks after	5

	1 st field trip	
Draft Summary Report	2 weeks after field mission	8
Final Report	2 weeks	7
TOTAL ►		34

V. Required qualification/expertise:

The candidate must meet the following criteria:

- University degree in economics, engineering, public administration, preferably with focus on local and regional government and development;
- At least 10 years of professional experience in public management/administration;
- Specialization in local and regional government development with experience in solid waste management;
- Experience in providing expertise on waste management;
- Strong analytical, research and drafting skills;
- Previous work experience in Eastern Partnership countries will be considered a strong advantage;
- Knowledge of the Georgian local governance system will be an advantage;
- Excellent oral and written knowledge of English.

VI. Management and period of assignment: May – July 2017.

The number of working days is subject to change and shall be specified in the contract. The international expert will work closely with the expert hired by the Council of Europe to conduct a pre-feasibility study on Inter-municipal Waste Management Project in the Adjara Region and with Georgian experts. The selected candidate will report to the Council of Europe's project staff.

Decisions on project administration, project implementation, finances will be made by the Council of Europe staff.

VII. Working language: English

FEES AND STATUS

The selected candidate will be offered consultancy contract; the candidate will not have a status of the Council Europe staff member or employee. The consultancy fees will be paid based on the number of working days, in case of travel all travel expenses and per diems will be paid by the Council of Europe.

APPLICATIONS

Candidates may be individuals or/and legal entities. They must submit detailed expert's Curriculum Vitae in English up to 5 pages to webmaster.local@coe.int with a subject line „SWM IMC project in Eastern Partnership countries, Adjara, Georgia”.

Dead-line for submission of applications:

15 May 2017

NOTE: Only shortlisted applicants will be contacted by the Council of Europe through an e-mail.